

Arizona Department of Juvenile Corrections
Operating Policies and Procedures Manual
Medical Health Services

PROCEDURE NO. 3000.07	REF. POLICY NO. 3000	EFFECTIVE: 03/18/04 PRIOR ISSUE: 09/01/2003
TITLE: Medical, Dental, Surgical, Psychiatric, and Psychological Services Consents		AUTHORIZED: W. Dean Neitzke, Assistant Director, Medical Health Services

[Form](#)

I. Purpose:

Arizona Department of Juvenile Corrections (ADJC) Medical Health Services Division ensures that all medical, dental, surgical, psychiatric, and psychological services consents are signed by the Director or designee if parents' signature is not available.

II. Rules:

1. **THE FAMILY SERVICES COORDINATOR** shall present a Consent for Medical, Dental, Surgical, Psychiatric, and Psychological Services (Form 3000.07A) authorizing treatment for a juvenile to the parents or guardians for signature during the Initial Home Evaluation (IHE). The original signature form shall be filed in the juvenile's Health Record.
2. **HEALTH CARE STAFF** shall ensure that a copy of the Consent accompanies each outside referral request for a juvenile.
3. **THE DIRECTOR OR DESIGNEE AND MEDICAL RECORDS LIBRARIAN** shall ensure that an original signature form is included in all of the Consents contained in the juvenile's Health Record. The Consents include; a Consent for Medical, Dental, Surgical, Psychiatric, and Psychological Services (Form 3000.07B). The original signature form for all Consents shall remain permanently in the juveniles Health Record.
4. **THE DIRECTOR OR DESIGNEE** shall authorize and sign outside services consent forms; e.g., hospital admittance forms, surgical procedure, dental procedure, psychiatric/psychological if the parent/guardian is not available.
5. **THE DIRECTOR** shall authorize the following persons to sign for a juvenile's outside treatment on behalf of ADJC if the parent/guardian is not available. Persons signing consent forms (3000.07B) shall use a full name and title:
 - i. Assistant Director, Operations;
 - ii. Assistant Director, Medical Health Services;
 - iii. Clinical Administrator;
 - iv. Community Support Services Administrator;
 - v. Parole Administrator;
 - vi. Correctional Registered Nurse Supervisor;
 - vii. Medical Director;
 - viii. Superintendent;
 - ix. Parole Supervisor;
 - x. Youth Program Supervisor.
